

UC Irvine Facilities Inventory

Training Tutorial



**Capital Planning
2025**

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Questions: If you have questions about the Facilities Inventory System or are having difficulties with the program, please contact Sally Lam at lams@uci.edu

Introduction

The online Facilities Inventory program (FDX) comprises detailed space information for all campus and Medical Center buildings. It can be used by anyone with a UCInetID to access, view, sort, and download campus space information.

Making Space Changes While the entire campus can view space information online, only those designated by their schools or departments as “Administrative Users” are able to change or delete space information, and then, only for their specific schools or departments. “Schools” have been assembled by Capital Planning for reporting purposes **only**, and may include just one department, or a group of departments. Every effort has been made to coordinate “schools” in the FDX with their counterparts in the KFS system.

An Administrative User is responsible for logging all changes to departmental or schoolwide space, including changes to room numbers, room use, and square footage, and changes that occur as the result of being assigned new space or new buildings. At the discretion of the User’s school or department head, a User may be responsible for a 5-person department or an entire school that includes many departments. Changes to space information can be made throughout the year and appear in the inventory program in real time for review and downloading. [All space changes are accomplished at the Room level](#) by navigating to an individual *Room Edit* file and adding, editing, or deleting space information.

Annual Inventory Update In the Fall, the campus reports space changes to the Office of the President. During the month of October, as part of the annual inventory update, schools and departments are asked to finalize changes to the space inventory prior to the OP submission. When the update has been completed, Capital Planning reviews all annual space changes, conferring with Administrative Users to clarify any issues before accepting or rejecting changes.

The FDX Program

- [If you are using the system to view, sort, and download information](#), you will want to review the section of this tutorial called *Navigating the System* (Pages 5 through 16).
- [If you are an Administrative User ready to make changes to space information](#), you will want to review the entire tutorial, beginning with *Navigating the System* (starting on Page 5).
- [If you would like to apply to become an Administrative User](#), please follow the instructions beginning on Page 2 of this document.

Browser Recommendation - Before you begin, you should choose your browser.

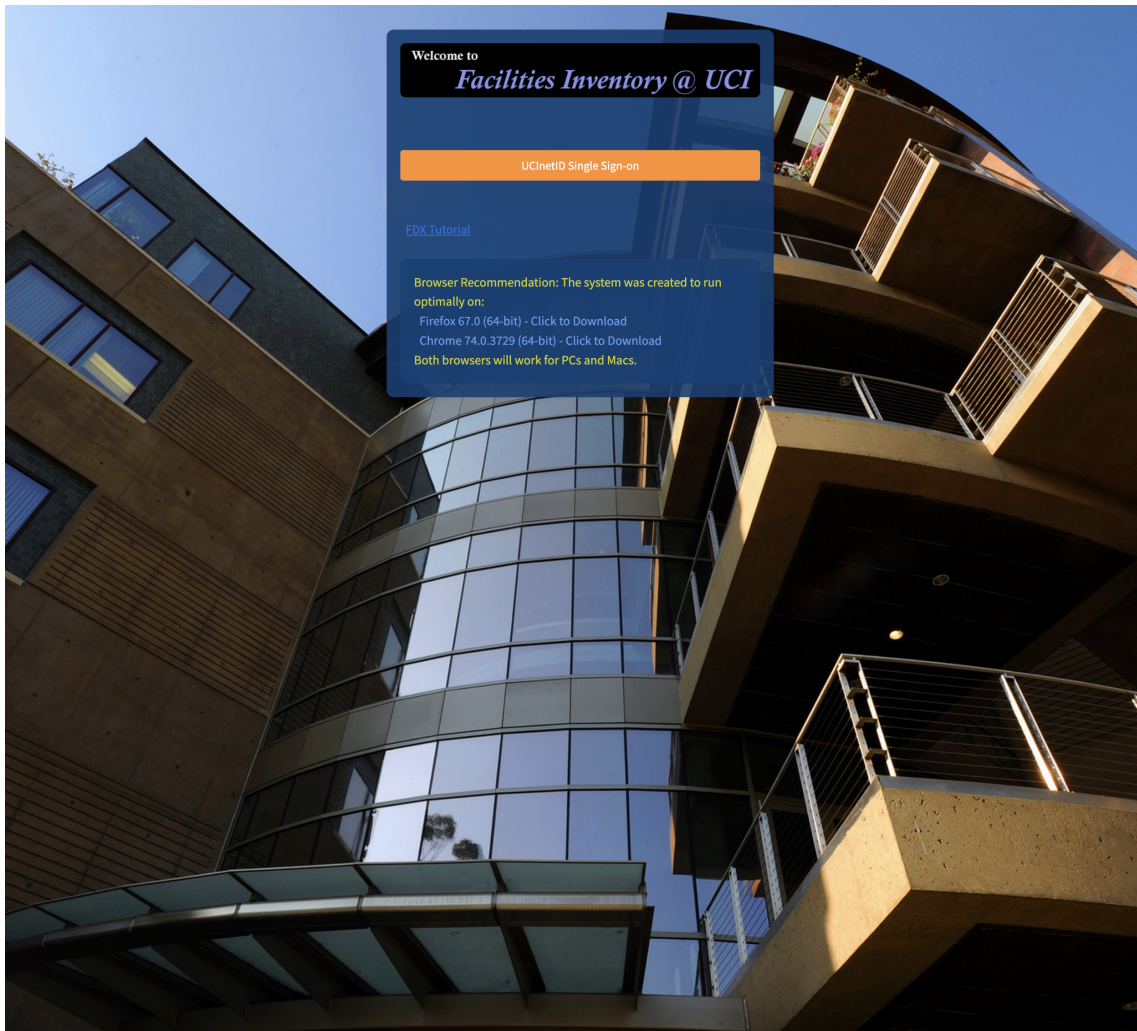
The system was created to run optimally on **Firefox 67.0 (64-bit)**, but you can also use **Chrome 74.0.3729 (64-bit)**. **Both browsers will work for PCs and Macs.**

Logging On to the System

The system can be accessed in one of two ways:

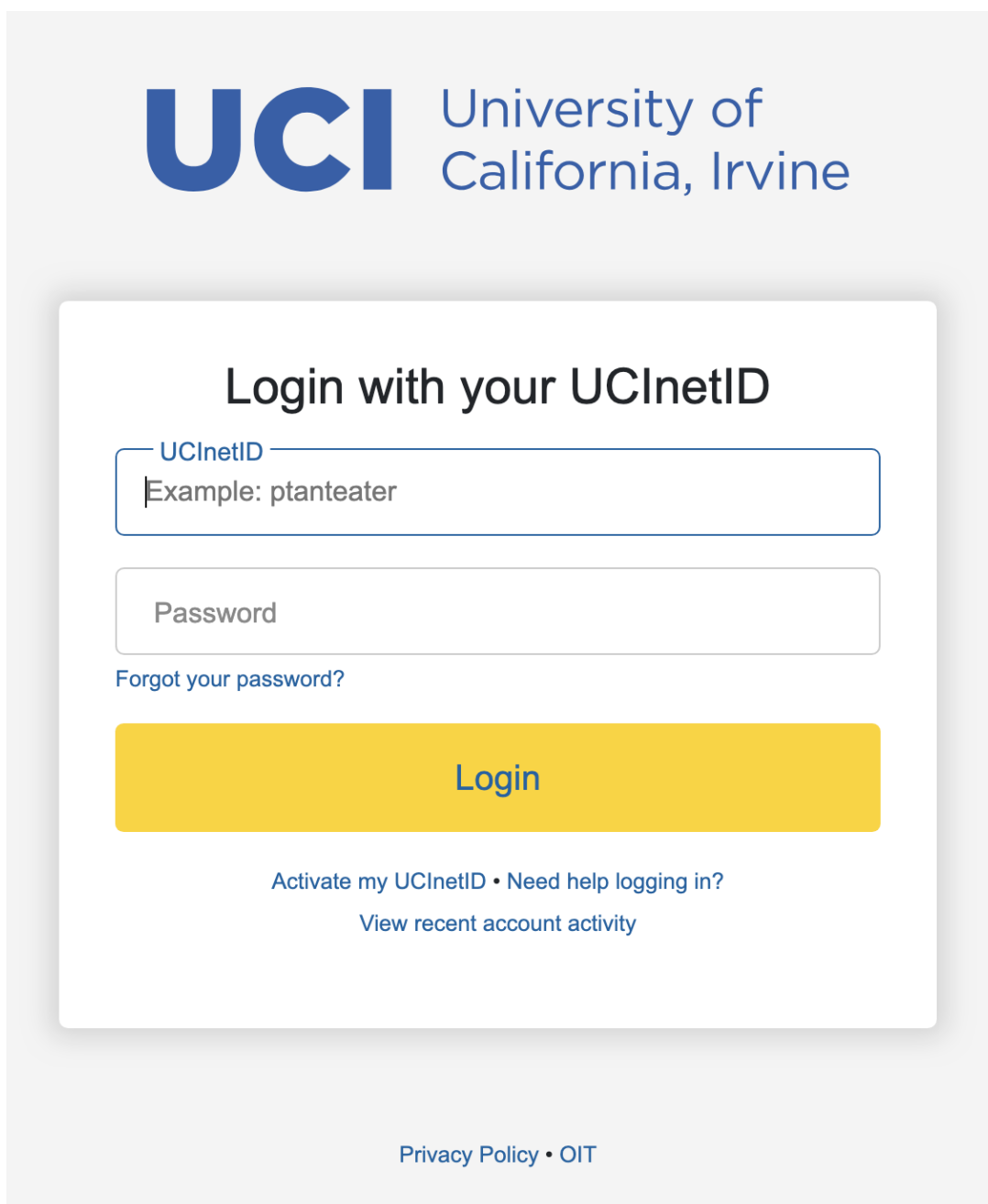
- Click the link or type the address: <https://fdx.cap.uci.edu> into your browser, OR
- From the UCI homepage:
 - Type “Capital Planning and Space Management” into the search box.
 - Click on the “Capital Planning and Space Management” link, which will take you to the departmental home page.
 - Click on the *Facilities Inventory* link at the top of the page.
 - Click on the highlighted *Facilities Inventory System* links in the first paragraph of the webpage, which will take you to the inventory system **Home Page** (below).
- When you reach the **Home Page**, click on the orange  button (below).

Facilities Inventory Home Page



The system will return the UCI Single Sign-on authentication page (below). Complete the authentication using your UCInetID and password. Once the authentication has been completed, you'll be taken to the *FDX Main Menu* page (next page).

UCI Single Sign-On Authentication

The image shows a screenshot of the UCI Single Sign-On Authentication page. At the top, the UCI logo is displayed next to the text "University of California, Irvine". Below this, the heading "Login with your UCInetID" is centered. There are two input fields: the first is labeled "UCInetID" and contains the text "Example: ptanteater"; the second is labeled "Password". Below the password field is a link that says "Forgot your password?". A large yellow button with the text "Login" is positioned below the links. At the bottom of the login area, there are two links: "Activate my UCInetID • Need help logging in?" and "View recent account activity". At the very bottom of the page, there are links for "Privacy Policy" and "OIT".

UCI University of California, Irvine

Login with your UCInetID

UCInetID
Example: ptanteater

Password

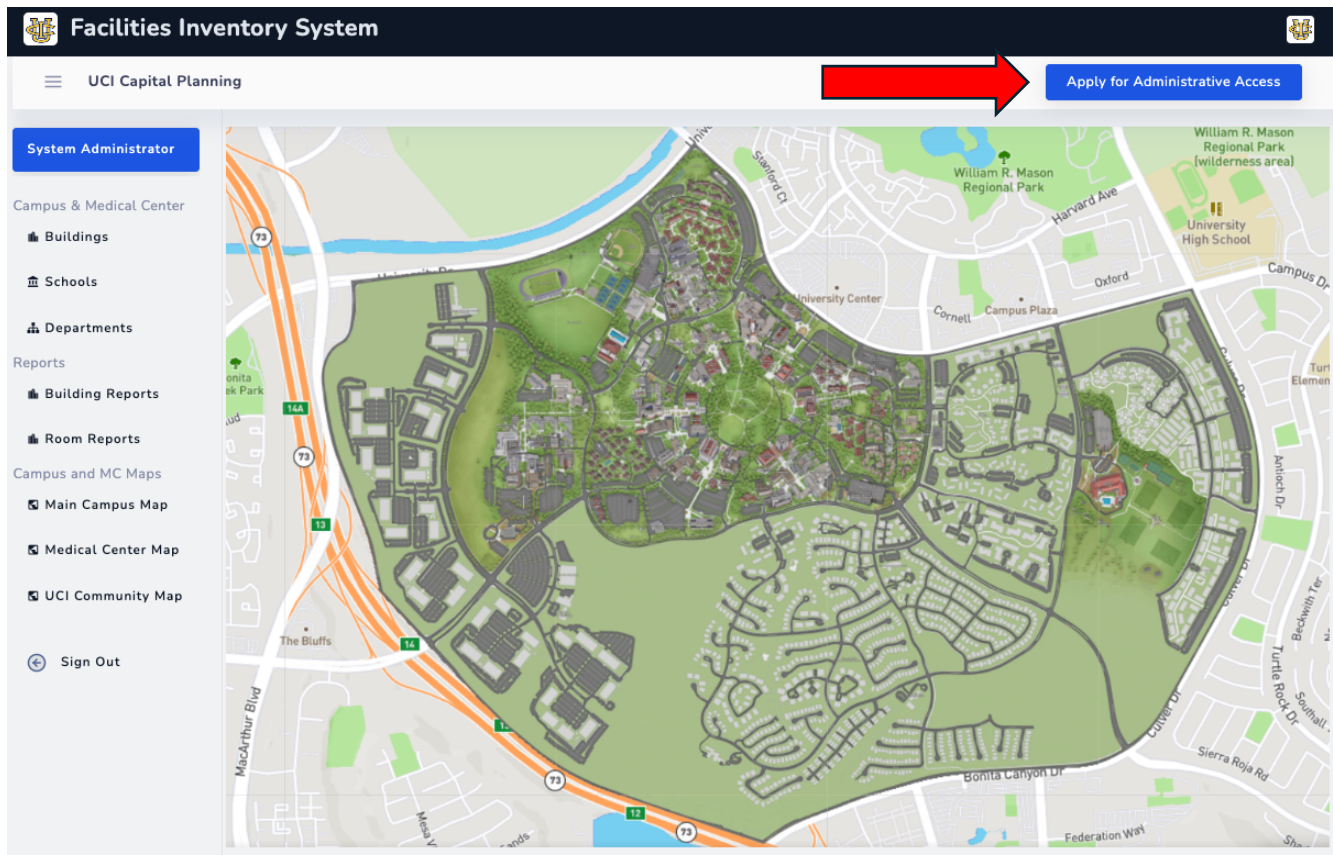
[Forgot your password?](#)

Login

[Activate my UCInetID • Need help logging in?](#)
[View recent account activity](#)

[Privacy Policy](#) • [OIT](#)

FDX Main Menu Page



To become an Administrative User, click on the [Apply for Administrative Access](#) button at the top right of the page. The system will return an *FDX Account Creation Form* (below). Complete and submit the application.

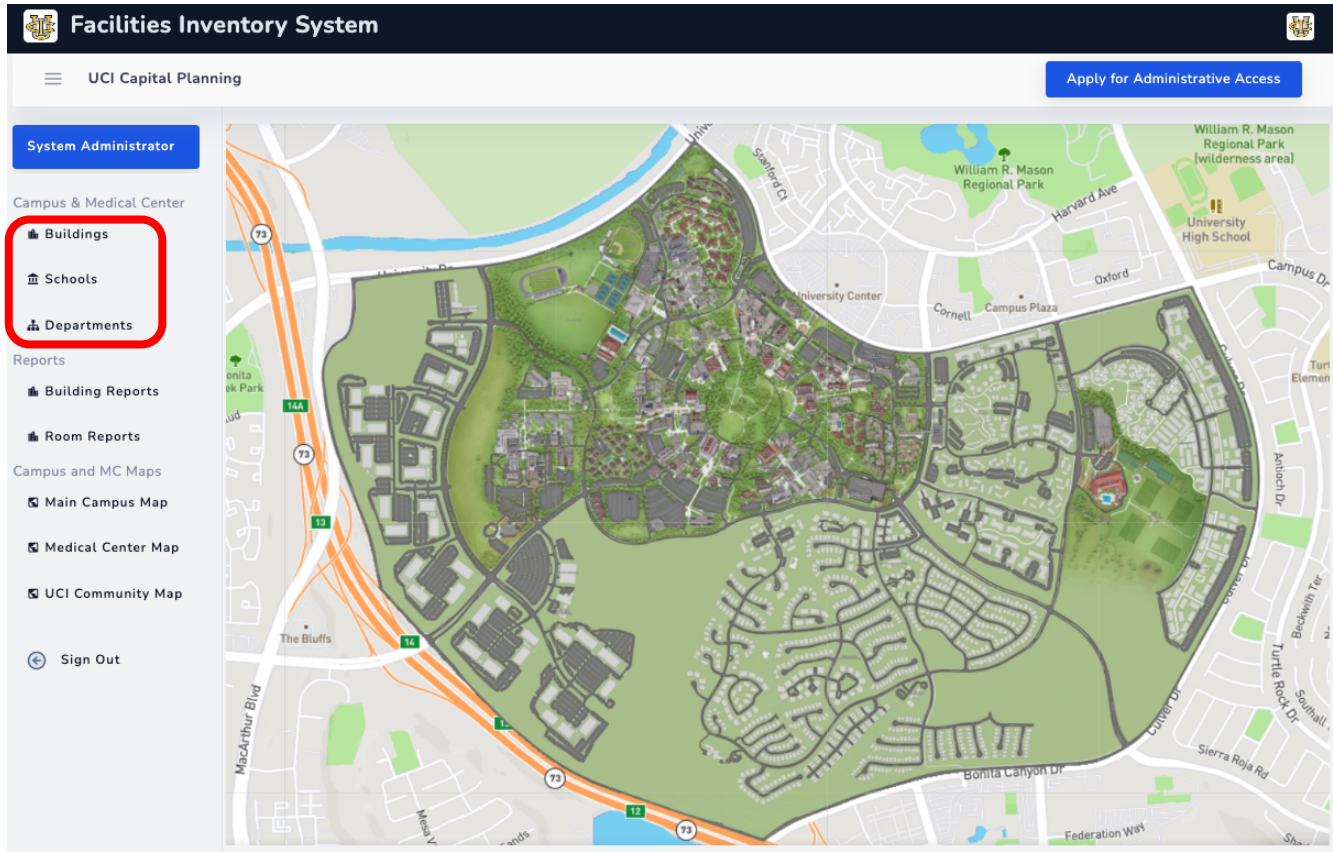
Request for School/Department Administrative Access			
Personal Information			
First Name:		Last Name:	
Email:	@uci.edu	UCInetID:	☐ Guest Privileges
Phone:		Fax:	
Department Information			
Department Name:	Lookup a Department...		
Dept. Head:		Dept. Head Email:	
Dept. Head Phone:			
Submit Request			
Questions? Contact Sally Lam at lams@uci.edu			

Once you have been verified as an Administrative User by your school or department head, you will receive an e-mail letting you know that your account has been activated.

NAVIGATING THE SYSTEM

Once you have logged on to the system, you will be at the *Main Menu* page (below).

Main Menu Page



Three links in the side menu on the left of the page above – **Buildings**, **Schools**, and **Departments** – will provide access to sortable and downloadable space information. All three options will lead ultimately to the *Room Edit* pages where space changes are made.

- The **Buildings** link will take you to a list of all campus buildings. Click on (or search for) a **building name** to see a list of **rooms** in that building.
- The **Schools** link will take you to a list of all the “schools” on the campus. *Schools have been assembled by Capital Planning for reporting purposes and may include only one department, or a group of departments.* Click on (or search for) a **school name** to view a list of all the **departments** associated with that school. Click on a **department name** to view the **buildings and rooms** associated with that department.
- The **Departments** link will take you to a list of all campus departments. Click on (or search for) a particular **department name** to view a list of the **buildings and rooms** associated with that department.

Accessing Information through the [Buildings Link](#)

Click on the [Buildings](#) link from the collapsible side menu. That will take you to the *List of Buildings* page (below) where you can search for the building you want to view or update.

The *List of Buildings* page provides a sortable list of all campus and Medical Center buildings, as well as their Capital Asset Account Numbers (CAAN), their geolocation on Google maps, the year they were constructed, and their assignable square footage (ASF). The first six columns are sortable.

Additional detailed building information can be accessed by clicking on the [Statistics](#) button in the *Building Statistics* column. Click on the [By Department](#) or [By Room Type](#) buttons in the *Building Charts* columns to view graphed information regarding the space in the building.

List of Buildings Page

Facilities Inventory System

UCI Capital Planning

Apply for Administrative Access

Home

Buildings

Copy

CSV

Excel

Print

Search...

CAAN	BUILDING NAME	BUILDING ALIAS	LOCATION	YEAR CONSTRUCTED	ASF	BUILDING STATISTICS	BUILDING CHARTS	
+ 1001	American Heart Association Building			1986	10,000	Statistics	By Department	By Room Type
+ 9001	Langson Library	LLIB (Main Library)		1965	119,403	Statistics	By Department	By Room Type
+ 9002	Gateway Study Center	GC (Gateway Commons)		1965	18,199	Statistics	By Department	By Room Type
+ 9003	Aldrich Hall	ALH (Administration Building)		1973	64,378	Statistics	By Department	By Room Type
+ 9004	Student Services 1	SS1		1977	9,775	Statistics	By Department	By Room Type
+ 9005	Student Center	SC		1990	175,990	Statistics	By Department	By Room Type
+ 9011	Cross-Cultural Center	CRCC		1989	7,694	Statistics	By Department	By Room Type
+ 9012	Student Center Parking Structure	Pereira Parking Structure		1990	1,000	Statistics	By Department	By Room Type
+ 9013	Mesa Parking Structure			1994	0	Statistics	By Department	By Room Type
+ 9014	Bike Shop			1991	150	Statistics	By Department	By Room Type
+ 9016	Womens Restroom (North Campus)			1991	0	Statistics	By Department	By Room Type

Search for a Particular Building

- Information on the *List of Buildings* page is sorted alphabetically by building name. Scroll down the list to find a building, **OR**
- Type the first few letters of the building name (or any portion of the building name, upper or lower case) on the search line provided and hit return.

Entering a Search for Reines Hall on the Search Line

Home

Buildings

[Copy](#) [CSV](#) [Excel](#) [Print](#)

CAAN 	BUILDING NAME 	BUILDING ALIAS 	LOCATION 	YEAR CONSTRUCTED 	ASF 	BUILDING STATISTICS 	BUILDING CHARTS
  9108	Fredrick Reines Hall	FRH (Physical Sciences 2)		1990	99,024	Statistics	By Department By Room Type

Showing page 1 of 1 (filtered from 544 total entries)

 [1](#) 

- The search will return a list of all campus building names that contain the consecutive letters in your search (see following page).
- Click on a particular building – in this case, Reines Hall – to view a list of all the rooms associated with the building (below).

Reines Hall Room List

Room Listing

Building: Fredrick Reines Hall

Room Search

EXPORT TO EXCELAdd a Room

Total Rooms: 333ASF: 99,024

CopyCSVPrint

Search...

BUILDING NAME	ROOM NUMBER	ROOM USE CODE	ROOM NAME	DEPARTMENT NAME	ASF	PRIMARY ASSIGNMENT
Fredrick Reines Hall	1001	210	RESEARCH LABORATORY OR STUDIO	Chemistry (30)	644	FELIX GRUN
Fredrick Reines Hall	1002	210	RESEARCH LABORATORY OR STUDIO	Chemistry (30)	2,100	FELIX GRUN
Fredrick Reines Hall	1002A	210	RESEARCH LABORATORY OR STUDIO	Chemistry (30)	106	FELIX GRUN
Fredrick Reines Hall	1002B	320	OTHER OFFICE	Chemistry (30)	157	FELIX GRUN
Fredrick Reines Hall	1002C	210	RESEARCH LABORATORY OR STUDIO	Chemistry (30)	135	FELIX GRUN
Fredrick Reines Hall	1002D	210	RESEARCH LABORATORY OR STUDIO	Chemistry (30)	196	FELIX GRUN
Fredrick Reines Hall	1026	210	RESEARCH LABORATORY OR STUDIO	Physics and Astronomy (30)	583	Michael Dennin
Fredrick Reines Hall	1028	210	RESEARCH LABORATORY	Physics and Astronomy	803	Michael Dennin

From this page, you can download the building room information (click the red **EXPORT TO EXCEL** button and follow the directions) or click on a specific room to view detailed room information. **If you intend to make space changes in that room, you must be an Administrative User and the room must belong to your school or department.**

Filter Building Information Using the Room Search

- For a more detailed room sort, click on the  Room Search link located on the black bar just above the  button (below). A search filter will appear on the top half of the page. Now you can search for, or filter building information based on the schools, departments, room uses, floor levels, room numbers, or occupants in the building.
- Choose your search criteria by clicking on the magnifying glass to the right of the search fields (below).

Room Search and Filter Feature

Room Listing

Building: Fredrick Reines Hall

School

Department

Room Use

Floor Level

Room Number

APPLY ROOM FILTER

CLEAR FILTER

Room Search

EXPORT TO EXCEL

Add a Room

Total Rooms: 333 ASF 99,024

Copy

CSV

Print

Search...

BUILDING NAME	ROOM NUMBER	ROOM USE CODE	ROOM NAME	DEPARTMENT NAME	ASF	PRIMARY ASSIGNMENT
Fredrick Reines Hall	1001	210	RESEARCH LABORATORY OR STUDIO	Chemistry (30)	644	FELIX GRUN
Fredrick Reines Hall	1002	210	RESEARCH LABORATORY OR STUDIO	Chemistry (30)	2,100	FELIX GRUN
Fredrick Reines Hall	1002A	210	RESEARCH LABORATORY OR STUDIO	Chemistry (30)	106	FELIX GRUN
Fredrick Reines Hall	1002B	320	OTHER OFFICE	Chemistry (30)	157	FELIX GRUN

- For example, clicking on the **Room Use** magnifying glass will return a menu of the different types of rooms that are in the building (below). Click the check box next to those fields you wish to include in your search. Click anywhere on the page to get out of the dropdown.
- Move to the next magnifying glass if you wish to add additional fields to your search. In the search below, we already chose the department of Chemistry prior to choosing Room Types.
- For the **Room Number** and **Occupant** fields, there are no dropdown menus. Just type in the room or occupant information that you are searching for.

Room Search with Filter Dropdowns

Room Listing

Building: Fredrick Reines Hall

School

Department

Room Use

Floor Level

Room Number

211,310

APPLY ROOM FILTER

CLEAR FILTERS

Room Search

EXPORT TO EXCEL

Add a Room

Copy

CSV

Print

BUILDING NAME	ROOM NUMBER
Fredrick Reines Hall	1001
Fredrick Reines Hall	1002
Fredrick Reines Hall	1002A

ROOM USE NAME

☐ CLASSROOM SERVICE (125)

☐ RESEARCH LABORATORY OR STUDIO (210)

☒ RESEARCH OFFICE (211)

☐ RESEARCH LABORATORY OR STUDIO SERVICE (225)

☐ RESEARCH OFFICE SERVICE (226)

☐ SCHOLARLY ACTIVITY (250)

☐ OPEN LABORATORY (270)

☒ ACADEMIC OFFICE (310)

☐ OTHER OFFICE (320)

☐ OFFICE SERVICE (335)

☐ CONFERENCE ROOM (340)

☐ SHOP - GENERAL AND RESEARCH (710)

☐ SHOP SERVICE - GENERAL AND RESEARCH (715)

☐ STORAGE - GENERAL AND RESEARCH (720)

STUDIO

- When you have completed your search preparation, click on the blue **APPLY ROOM FILTER** button to see a list of results (below).

Room Search Filter Results

Room Listing

Building: Fredrick Reines Hall

School

Department

CHEMISTRY

Room Use

211,310

Floor Level

Room Number

APPLY ROOM FILTER

CLEAR FILTER

Room Search

EXPORT TO EXCEL

Add a Room

Total Rooms: 14

ASF: 2,566

Copy

CSV

Print

Search...

BUILDING NAME	ROOM NUMBER	ROOM USE CODE	ROOM NAME	DEPARTMENT NAME	ASF	PRIMARY ASSIGNMENT
Fredrick Reines Hall	2022A	211	RESEARCH OFFICE	Chemistry (30)	168	WILLIAM EVANS
Fredrick Reines Hall	2046A	310	ACADEMIC OFFICE	Chemistry (30)	169	SUZANNE BLUM
Fredrick Reines Hall	2046B	310	ACADEMIC OFFICE	Chemistry (30)	219	WILLIAM EVANS
Fredrick Reines Hall	2046D	310	ACADEMIC OFFICE	Chemistry (30)	112	DAVID VAN VRANKEN
Fredrick Reines Hall	3038A	310	ACADEMIC OFFICE	Chemistry (30)	169	ELIZABETH BESS
Fredrick Reines Hall	3038B	310	ACADEMIC OFFICE	Chemistry (30)	228	SCOTT RYCHNOVSKY
Fredrick Reines Hall	3038D	310	ACADEMIC OFFICE	Chemistry (30)	147	Maxx Arguilla

- Each search will return a list of rooms that meet your search criteria. Displayed in the upper right (circled) are the total number of rooms and the assignable square feet

Total Rooms: 14 ASF: 2,566 associated with your search. Use the EXPORT TO EXCEL button to download a copy of your search results.

- You can collapse/hide the **Room Search** at any time by clicking on the Room Search label.
- To erase your current room sort and begin a new one, click on the white CLEAR FILTER button just below the search criteria, and the room list will return to its original and complete format.

Accessing Information through the [Schools](#) or [Departments](#) links

The process for accessing and sorting space information using the [Schools](#) or [Departments](#) links is identical to accessing through the [Buildings](#) link.

Searching by School

- Click on the [Schools](#) link in the black collapsible side menu on the left of the screen. The program will return a results page with a list of all schools (below).
- Click on (or search for) a particular school name to see the departments associated with that School. In the screen capture below, we've searched for the Law School by typing **Law** on the *Search* line and hitting return.

List of Schools Page – Search for LAW

Home

Schools

Copy CSV Excel Print



SCHOOL NAME	↑ KFS SCHOOL CODE	↑ SCHOOL CHARTS
ACADEMIC AFFAIRS	9041	By Department By Building
CLAIRE TREVOR SCHOOL OF THE ARTS	9010	By Department By Building
DIVISION OF FINANCE AND ADMINISTRATION	9002	By Department By Building
DONALD BREN SCHOOL OF INFORMATION & COMPUTER SCIENCE	9012	By Department By Building
EXECUTIVE MANAGEMENT	9003	By Department By Building
GENERAL ASSIGNMENT CLASSROOMS		By Department By Building
GRADUATE DIVISION	9027	By Department By Building
HENRY SAMUELI SCHOOL OF ENGINEERING	9019	By Department By Building
HUMANITIES	9011	By Department By Building
INTERCOLLEGIATE ATHLETICS	9024	By Department By Building
LAW SCHOOL	9016	By Department By Building
LIBRARY	9007	By Department By Building

- The program will return a list of the schools that contain the consecutive letters in your search (below). Click on the school that you searched for.

List of Schools that Contain “LAW”

Home

Schools

Copy CSV Excel Print

Law

SCHOOL NAME	KFS SCHOOL CODE	SCHOOL CHARTS
LAW SCHOOL	9016	By Department By Building

Showing page 1 of 1 (filtered from 34 total entries)

1

- The program will return a list of all departments associated with the school (below). Click on a particular department to see the space associated with that department.
- Or, you can **download space for the whole school to Excel**, or sort and download the school information using the **Room Search** option (see Page 9 for instructions on how to use the **Room Search** function).

List of Departments Associated with the Law School

Home / Schools

Department Listing

School: LAW SCHOOL

Room Search

DOWNLOAD ENTIRE SCHOOL

Copy CSV Excel Print

Search...

DEPARTMENT LONG NAME	DEPARTMENT SHORT NAME	PROGRAM	SCHOOL AFFILIATION	DEPARTMENT CHARTS
Law Library (31)	LAW LIBRARY	5.1.01.00	School	By Building By Room Type
Law School (31)	LAW	1.2.22.01	School	By Building By Room Type
Law School Dean (31)	LAW DEAN	5.6.01.00	School	By Building By Room Type

Showing page 1 of 1

1

Searching by Department

- Click on the **Departments** link in the black collapsible side menu on the left of the screen. The program will return a results page with a list of all departments (below).
- Click on (or search for) a particular department name to see the space associated with that department. In the screen capture below, we have searched for the Art department by typing **Art** on the *Search* line and hitting return.

List of Departments Page – Search for ART

Home

Departments

Copy CSV Excel Print

 Search... 

DEPARTMENT LONG NAME	DEPARTMENT SHORT NAME	PROGRAM	SCHOOL AFFILIATION	DEPARTMENT CHARTS	
Academic Senate (54)	ACAD SENATE	7.4.02.00	School	By Building	By Room Type
Academic Testing Center (58)	ACADTEST CTR	6.8.00.00	School	By Building	By Room Type
Accounting and Fiscal Services (60)	ACCOUNTING	7.5.02.00	School	By Building	By Room Type
Admissions (54)	ADMISSIONS	6.6.02.00	School	By Building	By Room Type
Advanced Power and Energy Program (24)	APEP	3.1.14.00	School	By Building	By Room Type
African American Studies (27)	AFRICANAMER	1.1.05.02	School	By Building	By Room Type
Anatomy and Neurobiology (36)	ANATOMY	1.3.01.31	School	By Building	By Room Type
Anesthesiology (36)	ANESTHES	1.3.01.32	School	By Building	By Room Type
Anthropology (33)	ANTHROPOLOGY	1.1.45.02	School	By Building	By Room Type
Art History (27)	ART HISTORY	1.1.50.24	School	By Building	By Room Type
Arts Dean (25)	ARTS DEAN	5.6.01.00	School	By Building	By Room Type
Arts, The (25)	THE ARTS	1.1.50.99	School	By Building	By Room Type

- The program will return a list of the departments that contain the consecutive letters in your search (below).
- Click on the department that you want to view.

List of Departments that Contain “Art”

Home

Departments

[Copy](#)
[CSV](#)
[Excel](#)
[Print](#)

x 🔍

DEPARTMENT LONG NAME	DEPARTMENT SHORT NAME	PROGRAM	SCHOOL AFFILIATION	DEPARTMENT CHARTS
Art History (27)	ART HISTORY	1.1.50.24	School	By Building By Room Type
Arts Dean (25)	ARTS DEAN	5.6.01.00	School	By Building By Room Type
Arts, The (25)	THE ARTS	1.1.50.99	School	By Building By Room Type
Center for Educational Partnerships (34)	CTR ED PARTN	3.2.13.00	School	By Building By Room Type
Comparative Literature (27)	COMPARTV LIT	1.1.16.01	School	By Building By Room Type
Department of Art (25)	ART	1.1.50.04	School	By Building By Room Type
Earth System Science (30)	ESS	1.1.40.06	School	By Building By Room Type
Galleries (25)	ARTS GALLERY	5.2.01.00	School	By Building By Room Type
UCIMC Emergency Department Services (427231)	EMERG DEPT S	3.3.01.12	School	By Building By Room Type
UCIMC Obstetrics Post Partum (426160)	OB POST PART	3.3.01.12	School	By Building By Room Type

Showing page 1 of 1 (filtered from 349 total entries)

←
1
→

- The program will return a list of the space associated with the department you chose (in this case, the Art Department, below).
- Click on a particular room to view specific room information or to make changes to the room information. You can only make changes to room information if you are an *Administrative User* (see instructions for becoming an *Administrative User* on Page 2).
- Or, you can **download space for the department**, or sort and download space information using the **Room Search** option (see Page 9 for instructions on how to use the *Room Search* function).

List of Space Associated with the Art Department

Home / Departments

Room Listing

Department: Arts Dean (25)

Room Search

EXPORT TO EXCEL

Total Rooms: 80 ASF: 23,759

Copy

CSV

Print

Search...



BUILDING NAME	ROOM NUMBER	ROOM USE CODE	ROOM NAME	DEPARTMENT NAME	ASF	PRIMARY ASSIGNMENT
Contemporary Arts Center	G001	510	CENTRAL COMPUTER/TELECOMMUNICATIONS	Arts Dean (25)	137	Jamison Judd
Contemporary Arts Center	G006	335	OFFICE SERVICE	Arts Dean (25)	259	JEFFREY STUBE
Contemporary Arts Center	G021	270	OPEN LABORATORY	Arts Dean (25)	920	Jamison Judd
Contemporary Arts Center	G025	261	SPECIAL CLASS LABORATORY	Arts Dean (25)	426	MARCUS BEEMAN
Contemporary Arts Center	G030	270	OPEN LABORATORY	Arts Dean (25)	553	JEFFREY STUBE
Contemporary Arts Center	1017	320	OTHER OFFICE	Arts Dean (25)	125	Sasha Ussef
Contemporary Arts Center	1203	665	EXHIBIT SERVICE	Arts Dean (25)	475	Sasha Ussef
Contemporary Arts Center	1204	665	EXHIBIT SERVICE	Arts Dean (25)	224	Sasha Ussef
Contemporary Arts Center	1205	665	EXHIBIT SERVICE	Arts Dean (25)	271	Sasha Ussef
Contemporary Arts Center	1901	275	OPEN LABORATORY SERVICE	Arts Dean (25)	794	
Contemporary Arts Center	2040	320	OTHER OFFICE	Arts Dean (25)	133	
Contemporary Arts Center	2046	320	OTHER OFFICE	Arts Dean (25)	130	

UPDATING ROOM INFORMATION

Click on the [Buildings](#), [Schools](#), or [Departments](#) links in the collapsible menu on the left of the page. Follow the instructions outlined previously in this document to drill down to the *List of Rooms* page. When you have located the room that you want to update, click on it.

You have now reached the [Room Edit](#) page (below), the core of the system where all space changes will be made. This is where you will EDIT ROOM INFORMATION, ADD NEW ROOM INFORMATION, DELETE A ROOM, or RELINQUISH A ROOM, *provided that the room is assigned to your school or department*.

Room Edit Page (top half, only)

ROOM INFORMATION



Building Information

CAAN: 9108Building Name: Fredrick Reines Hall* Required Fields

Room Information

Room Number: 2001*

Room Use: 225 RESEARCH LABORATORY OR STUDIO SERVICE*[Definitions](#)

Room Description: Select additional room description

Floor Level: 02* (two digits)

ASF: 6*

Stations: 0

Room Standard Code: Standard

CPEC Category Code: 4-Research/Scholarly A

Department: Chemistry (30)

Department Cost Center: (Medical Center only)
Lookup a Department Cost Center...

KFS School Code: 9014

FDX School Code: 30::PHYSICAL SCIENCES

Program Classification: 1.1.40.05CHEMISTRY

Class Lab Station Size Code: Class Lab Size 5 - 90 ASF Per Station

Research Stations Size Code: F - 500 fac/250 grad/250 postdoc

NSF Code: 0200 - Physical Sci

Room Assignment

Primary Assignment [Details](#)

Occupant Type: No Assignment

Name: DAVID VAN VRANKEN

Title: PROF-AY

Email: dlvavr@UCI.EDU

Phone: (949) 824-5455

Department: CHEMISTRY

Remove this Occupant

Editing Room Information

Below is a screenshot of the top half of the *Room Edit* page **where all space changes are made**. The example below shows a research laboratory in Steinhaus Hall. Note that *all required fields on the Room Edit page are denoted by a red asterisk*.

Room Edit Page (top half)

The screenshot displays the 'ROOM INFORMATION' page, which is divided into two main sections: 'Building Information' and 'Room Information'.

Building Information:

- CAAN: 9075
- Building Name: Steinhaus Hall
- * Required Fields

Room Information:

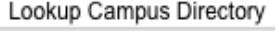
- Room Number: 0233 *
- Room Use: 261 SPECIAL CLASS LABORATORY *
- Room Description: Select additional room description
- Wet/Dry/Computer Lab? ☐ Wet ☐ Dry ☐ Computer *
- Fume hoods? (number of fume hoods)
- Floor Level: 02 * (two digits)
- ASF: 160 *
- Stations: 2
- Room Standard Code: Standard
- CPEC Category Code: 2-Teaching Laboratory
- Department: Biological Sciences Support Services (22)
- Department Cost Center: (Medical Center only)
- KFS School Code: 9009
- FDX School Code: 22::SCHOOL OF BIOLOGICAL SCIENCES
- Program Classification: 1.1.26.01 BIOLOGY, GENERAL
- Class Lab Station Size Code: Class Lab Size 4 - 75 ASF Per Station
- Research Stations Size Code: F - 500 fac/250 grad/250 postdoc
- NSF Code: 0601 - Biological Sci

Room Assignment:

- Primary Assignment Details
- Occupant Type: ☐ Regular Ranks Faculty/Professor ☐ Academic Dean ☐ Staff Researcher ☐ Administrative Staff ☐ Emeriti
- ☐ Instructor (Lecturer or Lecturer P/SOE) ☐ Teaching Assistant ☐ Grad Student ☐ Post Doc
- Name: Lookup Campus Directory
- Title:
- Email:
- Phone:
- Department:

ALL ROOMS require the following information, which should be entered (or edited) as specified below:

- **Room Number** All room numbers must be **four digits** long. Add a zero at the beginning if the room number is only 3 digits long.

- **Room Use** Choose a room use from the dropdown menu. For a complete PDF list of Room Use Codes and their definitions, click on the  button to the right of the *Room Use* drop-down box.
- **Labs** Require additional selection of “Wet”, “Dry”, Or “Computer”
- **Floor Level** Must be **2 digits** long. Add a zero at the beginning if the floor level is only 1 digit.
- **ASF** ASF stands for “assignable square feet”. Assignable Square Feet is defined as the amount of space in each room that can be used for programs or assigned to occupants. **Directions for measuring ASF are as follows:** Physically measure (or scale from floorplans) the square foot measurements of a room (length x width) from the *inside* faces of surface walls in the room. When measuring space, deductions should *not* be made for free standing columns, or architectural or structural projections within the space. For more open space “rooms”, measurements should be taken from the boundaries of the space. If you are adding cubicles to an open space, measure each cubicle, give it a room number, and add it as a separate room in the inventory. For instance, all cubicles may be in Room 100, but they should be labeled as Room 100A, 100B, 100C, etc. Areas defined as custodial, public toilet, mechanical rooms, or circulation space ***should be excluded***. More specific measurement details can be found on Capital Planning’s webpage in the PDF document “*Instructions for Measuring Space*” (<https://cp.uci.edu>).
- **Department** Choose a department from the drop-down menu. Choosing a department ***will automatically populate all other remaining fields*** (except for *Departmental Cost Center*, which is for Medical Center use, only).
- **Primary Assignment** The primary assignment for a room is not necessarily the room occupant. If Professor Jones was originally assigned a suite containing 3 offices, a conference room, and a storage room as well as research labs or benches, you should enter Professor Jones' name as the **Primary Assignment in each one of those rooms**. If Professor Smith has both a faculty office and a research office, **you should enter Professor Smith’s name as the Primary Assignment in both rooms**. Click on the button next to the *Occupant Type* that best describes the faculty member (below). Then, click on the  button.
 - For rooms not associated with faculty, click on the button that best describes the type of staff member that occupies the room. Then, click on the .
 - ***Hoteling*** - A hotel space is a designated workspace on the UCI campus that is designed to accommodate the needs of hybrid workers who split their time between working remotely and working in the office. These spaces offer a flexible, on-demand workspace that can be reserved or booked on short notice, providing a convenient and professional environment for hybrid workers to work and collaborate with others. Check the “hoteling” option and it will not require further input for occupant.

- **Pending** - If a room has been assigned to a known occupant but is not available in the directory prior to the Annual Update, select *Pending*. This will notify us that the space is not vacant for the submittal period. When onboarding has been complete, please remember to update to the proper personnel.

Primary Assignment

Room Assignment

Primary Assignment
Details

Occupant Type:

☐ Regular Ranks Faculty/Professor

☐ Academic Dean

☐ Staff Researcher

☒ Administrative Staff

☐ Emeritii

☐ Instructor (Lecturer or Lecturer P/SOE)

☐ Teaching Assistant

☐ Grad Student

☐ Post Doc

☐ Hoteling

☐ Pending

Name:

Title:

Email:

Phone:

Department:

- The Lookup Campus Directory button will take you to the *UCI Campus Directory* page where you can search for the name of the primary assignment by typing any combination of the person's first name, last name, and their department name into search boxes and hitting the FIND button, or return. The directory will return a list of all occupants that match your search criteria (below).

Directory Page - Completed Search

UCI Campus Directory

First Name

Sally

←

Last Name

Lam

←

Department

FIND

CLEAR FILTER

First Name	Last Name	Title	Department	eMail	Phone	Action
Sally	Lam	PLNG SPEC 3	Capital Planning	lams@uci.edu		SELECT

End of Search

1

- Now click on the **SELECT** button in the *Action* column on the right to choose the occupant. The program will return you to the *Room Edit* page and populate the room with the assignment you have identified (below). Once the Primary Assignment has been populated, the program will generate an option to add additional occupants to the room. You may add as many additional assignments as you choose.

Primary Assignment Completed

Room Assignment

Primary Assignment [Details](#)

Occupant Administrative Staff

Type:

Name: Sally Lam

Title: PLNG SPEC 3

Email: lams@uci.edu

Phone:

Department: Capital Planning

Remove this Occupant

Additional Assignment [Details](#)

Occupant Type:

☐ Regular Ranks Faculty/Professor

☐ Academic Dean

☐ Staff Researcher

☐ Administrative Staff

☐ Emeritii

☐ Instructor (Lecturer or Lecturer P/SOE)

☐ Teaching Assistant

☐ Grad Student

☐ Post Doc

☐ Hoteling

☐ Pending

Name:

Title:

Email:

Phone:

Department:

Lookup Campus Directory

NOTE: If you click on the student-related buttons – *Teaching Assistant, Grad Student, or Post Doc* – the system will note the room assignment, but will not show the [Lookup Campus Directory](#) button (there is no need to add student names to the inventory).

NOW SAVE YOUR WORK!!!!



When you have completed all space updates in the *Room Edit* page, be sure to click on the icon on the upper right corner of the page (below).

IF YOU DO NOT CLICK ON THE SAVE ICON, YOUR CHANGES WILL NOT BE RETAINED.

ROOM INFORMATION



SaveDelete

Building Information

CAAN: 9934Building Name: 1202 Bristol Street

* Required Fields

Room Information

Room Number: 0200*

Room Use: 335 OFFICE SERVICE*Definitions

Room Description: Select additional room description

Floor Level: 02* (two digits)

ASF: 247*

Stations:

Room Standard Code: Standard

CPEC Category Code:

Department: Susan Samueli Center for Complementary and Alternative Medicine (36)

Department Cost Center: (Medical Center only)
Lookup a Department Cost Center...

KFS School Code: 9030

FDX School Code: 36::SCHOOL OF MEDICINE

Program Classification: 3.3.01.40OTHER MEDICINE (NOT HOSPITALS AND CLINICS)

Class Lab Station Size
Code:

Research Stations Size
Code:

NSF Code: 0701 - Medical Sci

Room Assignment

Primary Assignment: 0200

CLOSE

Adding a Note in the *Room Edit* Page

After you have saved your updated space information in the *Room Edit* page, you are required to enter notes regarding any complex space changes you have recorded (i.e., splitting one room into two smaller rooms with the construction of a separating wall, expanding the square footage of a room by removing a separating wall, etc.), or ANY significant square footage changes to the room size. **If you do not enter a note explaining a complex space change or an ASF change, you will receive a query from Capital Planning, and the space change may not be approved.**

Below is a screen capture of the **bottom half** of the *Room Edit* page where you can enter a note or view a historical summary of the space changes that have been made in the room over time.

To add a note, click on the turquoise **Add New Notes** button (below). A new *Room Notes* pop-up window will appear. Type your note in the open window box and click the **SAVE** icon at the top of the pop-up window. Your note will appear in the *Room Edit* page. *However, if you do not click on the SAVE icon, your note will not be saved.*

Room Edit Page (bottom half)

Notes	Changed by	Date Changed	NotelD
Department change per Darryl Brown.	lpopko	12/15/2011 11:16 AM	114246
room added. use to be 24 hr fitness (04/30/2002 - LAP)	LAP	03/26/2004 12:00 AM	105445

Date Changed	Info. Changed	From	To	Comments	Changed By	Change ID	Status
12/15/2011 11:14 AM	DEPT_NAME	LAW	LAW DEAN	Edit	lpopko	124901	Accept
09/29/2008 03:07 PM	DEPT_NAME	HUMAN RES	LAW SCHOOL	Edit	lpopko	110550	Accept

Room Notes Pop-up Window

fdx.cap.uci.edu

SAVE

(Record is Locked for Update)

Room Notes

(Maximum of 254 Characters)

Changed By:

Notes Date:

Questions? Contact Lillie Wister at x5021 or lwister@uci.edu

Capital Planning, University of California Irvine

Last Modified October 7, 2014

Adding a New Room

You can only add a room to a [Building](#). You **CAN NOT** add a room to a Department or a School.

- Click on the [Buildings](#) link in the collapsible menu on the left side of the page to reach the *List of Buildings* page (shown on Page 6).
- Click on, or search for the desired building - in this case, Reines Hall - to reach the *List of Rooms* page for the building (below).

Reines Hall List of Rooms

Home / Buildings

Room Listing

Building: Fredrick Reines Hall

Room Search

EXPORT TO EXCEL Add a Room

Total Rooms: 333 ASF: 99,024

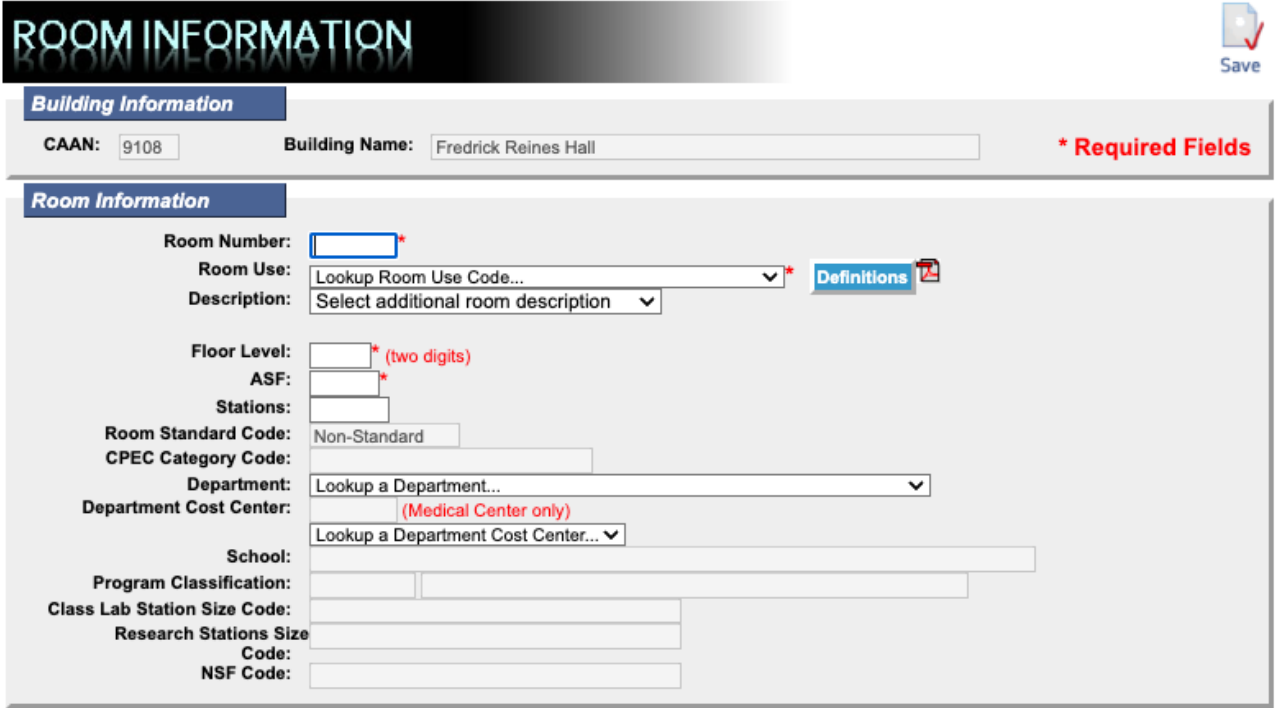
Copy CSV Print

Search...

BUILDING NAME	ROOM NUMBER	ROOM USE CODE	ROOM NAME	DEPARTMENT NAME	ASF	PRIMARY ASSIGNMENT
Fredrick Reines Hall	1001	210	RESEARCH LABORATORY OR STUDIO	Chemistry (30)	644	FELIX GRUN
Fredrick Reines Hall	1002	210	RESEARCH LABORATORY OR STUDIO	Chemistry (30)	2,100	FELIX GRUN
Fredrick Reines Hall	1002A	210	RESEARCH LABORATORY OR STUDIO	Chemistry (30)	106	FELIX GRUN
Fredrick Reines Hall	1002B	320	OTHER OFFICE	Chemistry (30)	157	FELIX GRUN
Fredrick Reines Hall	1002C	210	RESEARCH LABORATORY OR STUDIO	Chemistry (30)	135	FELIX GRUN
Fredrick Reines Hall	1002D	210	RESEARCH LABORATORY OR STUDIO	Chemistry (30)	196	FELIX GRUN
Fredrick Reines Hall	1026	210	RESEARCH LABORATORY OR STUDIO	Physics and Astronomy (30)	583	Michael Dennin

- Click on the blue  button.
- The system will return a *Blank Room Form* (below)

Blank Room Form



- For directions on entering new room information, please refer to *Editing Room Information* on Page 18 of this document.
- **SAVE** - When you have completed all space data entry, be sure to click on the  icon on the upper right of the page. *If you do not, your changes will not be retained.*
- Once you have saved the new room, the page will automatically refresh, and the new room will appear in the *List of Rooms* for the building.
- You will not be able to add a note to the new room until it appears in the *List of Rooms*. Once it appears in the *List of Rooms*, click on it, and you will be able to add a note. For directions on entering notes, please refer to *Adding a Note* on Page 22 of this document.

Deleting a Room

Rooms are deleted from the space inventory for several reasons, including the following:

- **Major Renovations** – a suite, a bank of rooms, or a whole floor has been significantly renovated so that the inventory no longer reflects the current layout or floorplan. In this case, the original set of rooms must be deleted, and a new set of rooms must be entered. Be sure to document the renovation information in the [Notes](#) section of the new room files. The note can be repeated in each room, as in “New room, part of Reines Hall fifth floor renovation 5/2019”.
- **Minor Renovations** – a wall between two smaller rooms has been demolished to create one large room, and the large room retains only one of the two original room numbers. In this case, the room that lost its room number should be removed from the inventory, and the square footage from the deleted room should be added to the room that retained the room number. Be sure to document the renovation in the [Notes](#) section of the room that was expanded (“Room 2100 was combined with Room Room 2101”).
- **Room Does Not Exist** – occasionally, a room exists in the inventory, but does not exist in a building, or on verified building floorplans. In this case, the room should be deleted from the inventory after discussion with Capital Planning to verify the error.

Relinquishing a Room

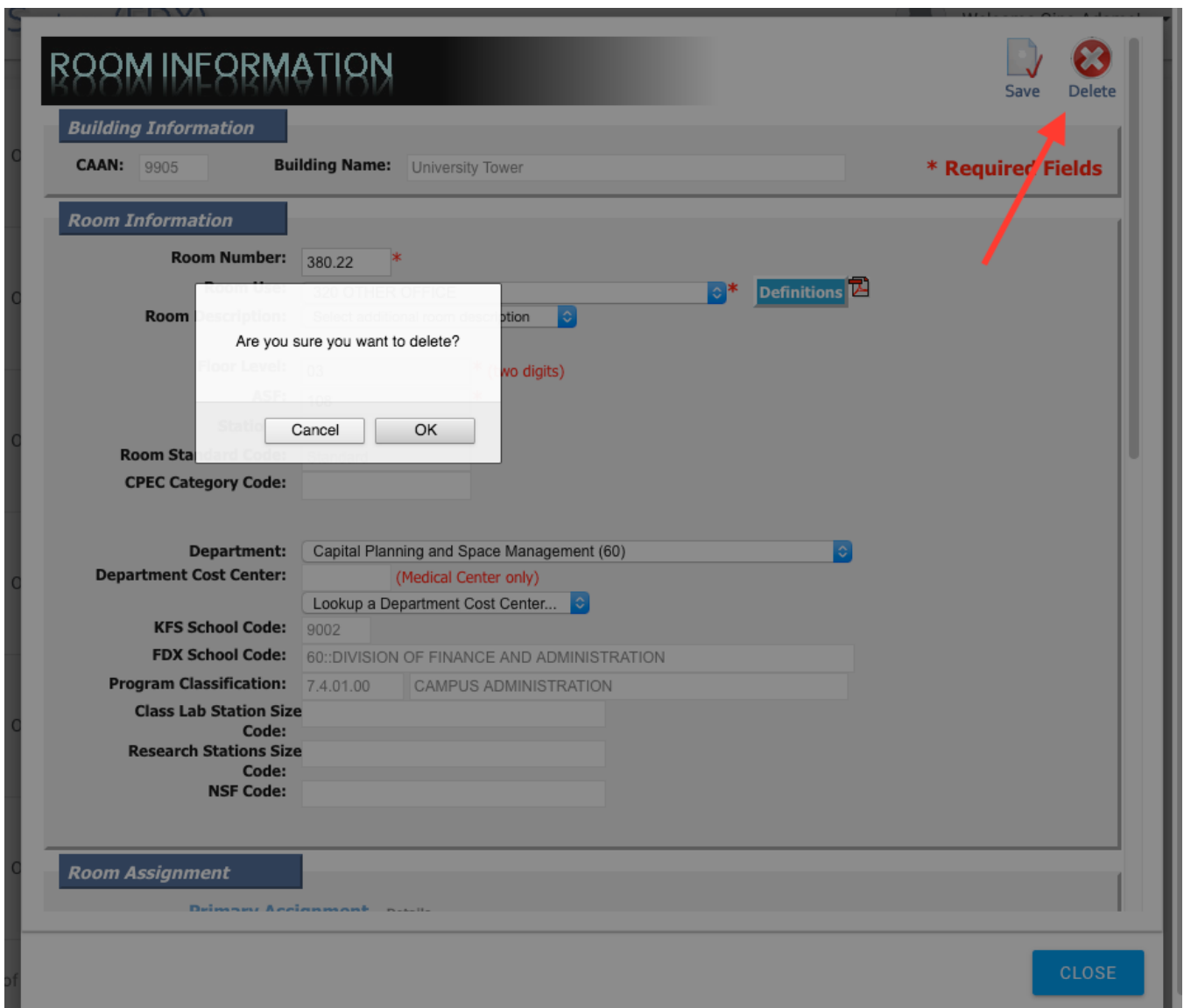
If you want to remove a room from your own departmental inventory because it has been [reassigned](#) to another department, you will [relinquish the room](#) to that other department. **YOU DO NOT WANT TO DELETE THE ROOM.**

See the following pages for directions on **deleting** and **relinquishing** rooms.

To delete a room:

- Go into the *Room Edit* page for the room you want to delete (below).
- Click on the red  **Delete** icon in the upper right corner of the room page.
- A pop-up window will appear asking you to verify that you want to delete the room (below).
- If you clicked on the  **Delete** icon in error, choose the “**Cancel**” button.
- If you want to delete the room, click the “**OK**” button.

Room File Page – Delete Function



The screenshot displays the "ROOM INFORMATION" page. At the top right, there are "Save" and "Delete" icons. A red arrow points to the "Delete" icon. Below the icons, the "Building Information" section shows "CAAN: 9905" and "Building Name: University Tower". The "Room Information" section includes "Room Number: 380.22" with a red asterisk indicating a required field. A pop-up window is centered on the screen with the text "Are you sure you want to delete?" and "Cancel" and "OK" buttons. The "Room Information" section also includes "Room Descriptions", "Floor Level", "Status", "Room Station", "CPEC Category Code", "Department", "Department Cost Center", "KFS School Code", "FDX School Code", "Program Classification", "Class Lab Station Size", "Research Stations Size", and "NSF Code". The "Room Assignment" section is at the bottom.

- Clicking on the “OK” button will bring up a prompt page (below).

Delete Confirmation Prompt

What would you like to do?

-  ☐ **Delete Space** (i.e. Room never existed or Combined multiple rooms)
Reason for Deletion:
-  ☐ **Relinquish Space** (i.e. Space reassigned to another department)

If you actually meant to **relinquish** the room to another department (rather than delete it), click on the "**Relinquish Space**" button.

1. Then click on the "Submit" button below and the system will return you to the Room Edit page.
2. From the Department drop-down list, choose the department that that you want to relinquish the space to.
3. **Be sure to SAVE your changes.**



- If you are certain that you want to delete the room, click on the “**Delete Space**” button, and type in the reason for the deletion in the *Reason for Deletion* box provided. Then click on the “**Submit**” button (above). The system will delete the room and return you to the *List of Rooms* page.
- If you actually meant to **relinquish** the room to another department (rather than delete it), click on the “**Relinquish Space**” button and read the instructions below it. Then click on the “**Submit**” button. The system will return you to the *Room Edit* page where you can relinquish the room by assigning it to another department (choosing a different department from the Department drop-down menu). Instructions for relinquishing a room are on the following page.

To relinquish a room:

- Find the section of the *Room Edit* page titled “Department” (below).

The screenshot displays the 'ROOM INFORMATION' page. At the top, there are 'Save' and 'Delete' icons. Below the title, the 'Building Information' section shows 'CAAN: 9905' and 'Building Name: University Tower'. The 'Room Information' section contains various fields: 'Room Number: 380.22', 'Room Use: 320 OTHER OFFICE', 'Room Description: Select additional room description', 'Floor Level: 03', 'ASF: 108', 'Stations: 0', 'Room Standard Code: Standard', and 'CPEC Category Code:'. The 'Department' section is highlighted with a red arrow pointing to the 'Department' drop-down menu, which is currently set to 'Capital Planning and Space Management (60)'. Below this is the 'Department Cost Center' field, which is currently empty and has a red asterisk next to it. The 'KFS School Code' is '9002', the 'FDX School Code' is '60::DIVISION OF FINANCE AND ADMINISTRATION', and the 'Program Classification' is '7.4.01.00 CAMPUS ADMINISTRATION'. The 'Room Assignment' section is partially visible at the bottom.

- From the Department drop-down menu, choose the name of the department to whom the space is being released.
- Be sure to click on the **Save** icon in the upper right of the page after you have released the room to another department.

NOTE: Once you have changed department names and saved the information, you will no longer see the room as part of your departmental inventory. If the new department is no longer part of your school, you will no longer have editing rights to the relinquished room.

NOTE: If you believe that a room should be assigned to your department, but it appears in the inventory as assigned to another department, contact that department to confirm ownership. If the room **does** belong to your department, the other department must relinquish the room to your department before you can update room information. .

Adding a Building, School, or Department

No Administrative User can add, change or delete a BUILDING, a SCHOOL, or a DEPARTMENT. That can only be done by Capital Planning. If you have a new building or department, need to make a change to an existing building or department name, or need to delete a building or department, please **email Sally Lam in Capital Planning at lams@uci.edu.**

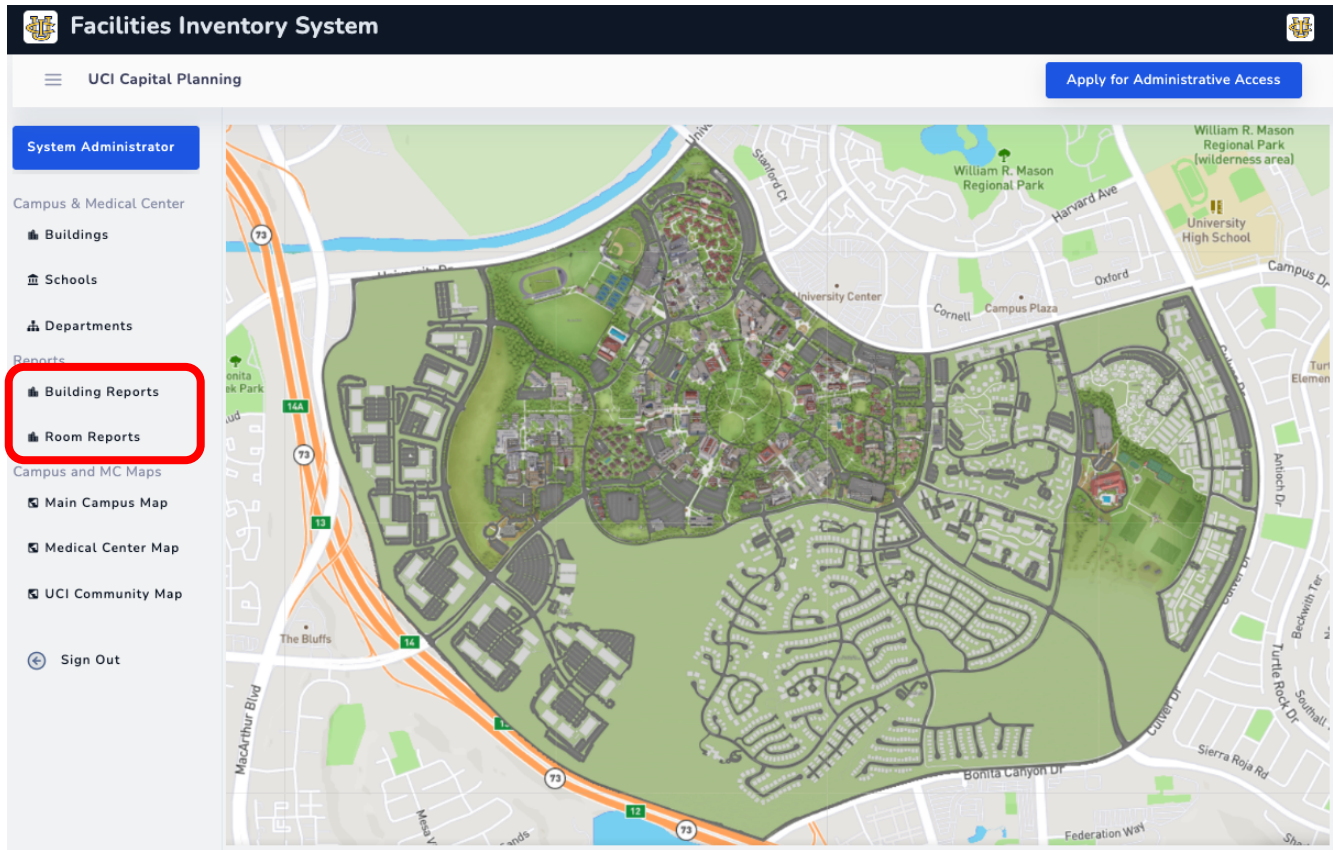
If the campus adds a new building to your School, Capital Planning will provide you with a list of the new rooms for review, and request that you fill in the department name, Room Use Code (RUC), and station count (if applicable). When the list is returned to Capital Planning, the information will be input into the system.

REPORTS

To access **standard PDF reports** comprised of Building, Room, or Departmental space information:

- Run your cursor over the collapsible menu on the left to view a set of downloadable PDF space reports (boxed in red below).
- Choose a report to view.

Main Menu Page



You can always **create editable Excel reports** by sorting and downloading information from the [Buildings](#), [Schools](#), and [Departments](#) navigation links in the collapsible menu on the left of the page. All Excel downloads include building, room, departmental, program, ASF, and other detailed space information.

QUESTIONS: If you have questions about the Facilities Inventory System or are having difficulties navigating the program, please contact Sally Lam at lams@uci.edu.